



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

CN# 40-06

MEMORANDUM

To: School Health & Nutrition Program Sponsors

From: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health & Nutrition Services

Holly Mueller, Program Director
Arizona Department of Education, School Health & Nutrition Programs

Date: March 27, 2006

RE: NSLP 2006-2007 School Year Rollover

The School Health & Nutrition Programs application rollover process on the CNP Web system is similar to last year. After June 1, 2006, you will be able to submit your online sponsor and site applications for the 2007 school year. Each school year, sponsors are required to submit new online applications. Using your common logon username and password, access the CNP Web Applications Page. When you select 2007 from the program year drop down box, your previous site and sponsor application information will rollover and appear, allowing you to make any necessary changes and submit your new applications for 2006-2007. There will also be new questions you will need to answer.

New sponsor application questions

1. Do you have a School Food Safety Plan (According to the Process Approach to HACCP) implemented? Answer choices (from drop down list): Yes, it has been implemented; No, it still under development; Have not begun development
2. Do you have a Local Wellness Policy? Answer choices (from drop down list): Yes, it has been implemented; No, in approval process; No, it still under development; No, have not begun development

New site application questions

1. How many food safety inspections have been conducted at this site during the previous program year? Answer choices (from drop down list): 0; 1; 2; more than 2
2. If you operate under Provision 2 or 3 (Special Assistance) please look for Memorandum CN #41-06 in the near future for specific instructions on how to complete the new site application questions.

CNP Web System and Common Logon

ADE issued Memorandum CN #27-06 on January 25, 2005 as a result of an internal audit on common logon accounts. The deadline for attending training and submitting information requested in this memorandum has been extended to September 30, 2006. As a reminder, sponsors will need a common logon user name and password to access and submit the online sponsor and site applications. Sponsors are responsible for keeping their CNP Web accounts confidential, accurate and up-to-date. Consulting firms contracting with your school, including Food Service Management Company employees, are not authorized users of the CNP Web System and should not be provided with user accounts or passwords. Please note, these accounts will be terminated immediately if ADE finds this occurring. Also, please notify ADE Health and Nutrition Services if an individual with a common logon username and password leaves your organization as the account must be immediately disabled. Any new employees who will need a new account, must submit a request using the Common Logon Security Agreement.

Due to continued growth in Arizona, a number of new schools have been built. If you need to add a newly established school as a site in the CNP Web System, your school administration will need to contact ADE School Finance at (602) 542-5695. ADE School Finance will add the new site to the state Enterprise system. If you need to add a new school to the CNP Web system that has already been an established school but is not listed as a site, or after you have had a new school added through school finance, please contact the NSLP New Sponsor/Site Coordinator at (602) 542-8725 for assistance.

Training & Communication to the field

As a result of the Audit conducted by the Auditor General's Office, there will be a new ADE Training Requirement for the 2006-2007 school year: **All Foodservice Directors are required to attend Day 1 and Day 2 of the A+ School Lunch Workshops**. We have enclosed our new 2006-2007 Comprehensive Training Brochure for your review. Please see page 2 of the brochure for more information on the new training requirement. You may register for any of the workshops online at www.ade.az.gov/online/registration. Your registration holds your seat for the training and ADE purchases and prepares all training materials for you. In previous years, ADE has experienced difficulty with sponsors registering for training and failing to attend, which results in open seats during the training. These seats could have been filled with sponsors on the training waiting list. The ADE policies for training registration and cancellation can be found on page 3 of the 2006-2007 Comprehensive Training Brochure. Please make sure to read and understand these policies.

Claiming Reimbursement for 2005-2006

Your sponsor and site applications must be approved prior to serving or claiming meals for the 2006 -2007 school year. Please allow up to five business days to receive approval on your submitted CNP Web online applications. The date of approval on your sponsor application is your official approval date for the program and ADE does not have the authority to backdate any approval dates. You must file your last 2005 – 2006 claims by July 10, 2006. You cannot combine June and July claims because the current state fiscal year ends June 30, 2006. Reimbursement rates for the 2006-2007 school year will be posted on the ADE website after July 1, 2006.

Direct Certification of Eligible Children

All NSLP Program sponsors are **required** to conduct a district-wide direct certification match to directly certify eligible children within the first 30 operating days of the current school year. Sponsors must use the Data Entry, Upload File or State Match method to fulfill this requirement. Please note that the CNP Web

system will no longer allow you to enter each case number through the Case Number Search because all case number applications must be taken at face value. This was a change made starting in the 2005-2006 school year. Please watch for an updated Direct Certification Guidance Manual which will be mailed to you in the near future.

Certifying Eligible Children Based On Household Income

Distribution of income applications to the households must not occur before July 1 and no more than 30 days prior to the first day of school. Eligibility determinations must be based on current household income for the new school year; therefore applications should not be distributed at the end of the school year for parents to complete for the next year. Year-round schools should distribute applications on or after July 1, so that eligibility determinations are based on the current income guidelines. Applications from the previous school year are only valid for the first thirty days of operation for the new school year.

All required program forms for the 2006-2007 school year will be updated. Please ensure you utilize the **2006-2007 program forms** that will soon be available at: www.ade.az.gov/health-safety/cnp/nslp. If you choose to revise any of ADE's template program forms, you must first receive approval of the revisions from your assigned School Health & Nutrition Specialist prior to using the form.

Verification of Household Applications

There were several changes to the verification process during the 2005-2006 school year from the 2004 Reauthorization of Child Nutrition Programs. The numerous non-compliance issues with the new verification requirements during the 2005-2006 school year, indicated a need for additional training for sponsors. As stated above, **all Foodservice Directors** will be required to attend Day 1 and Day 2 A+ School Lunch Workshops during the 2006-2007 school year.

Reminders of the Federal and State Mandates Effective July 1, 2006

1. Implement a Local Wellness Policy
2. Implement a School Food Safety Program According to the Process Approach to HACCP
3. Attend A+ School Lunch Workshops, Day 1 and Day 2
4. Implement the new Arizona Nutrition Standards, ARS 15-242 (formerly known as HB 2544)

Food Distribution

If you are planning to participate in the Food Distribution Commodities Program, you must select yes from the drop down box in the General Information section of the Sponsor Application. You must also complete and fax the attached FD Site Information Sheet, to Barbara Lado at 602-542-6978. Once these two requirements have been completed, commodities can be allotted to your program. **New** for the 2006-2007 School year—two new commodities, whole wheat flour (B351) and brown rice (B545) will be available with general allocations. ADE and the Food Distribution Department are eager to help schools meet the new nutrition guidelines to increase whole grains and the fiber content of their menus.

Contracts and Agreements to Provide Food Service

If you are contracting with a Food Service Management Company, or are a district that provides meals to schools outside of your district, an addendum or renewal to your contract will be required prior to approval to the School Health & Nutrition Programs. After submitting your online applications, please review your Application Checklist, to ensure that you have submitted all of the required documents.

If you have any questions about this memorandum, please contact your assigned Program Specialist at 602-542-8700.